

MEETING MINUTES

Kentucky Soil and Water Conservation Commission

Sunday July 10th, 2016 – 2:00 p.m.

In Attendance for SWCC: Mr. John Denton, Chairman; Mr. Jack Roberts, Vice-Chair; Mr. Ray Adams, Secretary; Mr. Scotty Parsons; Mr. Marc Hult; Mr. Danny Shipley; Mr. Sam Hughes; and Mr. Billy Doolin

Others Present: Ms. Kim Richardson, DOC Director; Ms. Johnna McHugh, DOC Assistant Director; Mr. John McCauley, FSA State Executive Director; Ms. Amanda Robertson, FSA; Ms. Winnie Breeding, FSA; Mr. Jacob Bowman, FSA; Ms. Susan Kyler, Trigg County Conservation District; Ms. Lesley Hacker, KACDE President; Mr. Jay Nelson, DOC; Ms. Karen Woodrich, NRCS; and Mr. Jeff Gravitt, DOC.

Quorum was met.

Meeting Called to Order – at 2:01 p.m. by Mr. John Denton Chairman.

SWCC Minutes from the May 18, 2016 Meeting - Motion to approve minutes was made by Mr. Jack Roberts and seconded by Mr. Billy Doolin. **Motion carried.**

Swearing in of new Commission Appointments – Mr. Sam Hughes and Mr. Ray Adams were sworn in by Johnna McHugh.

Equipment Report - Ms. Johnna McHugh, DOC, presented the report with copies distributed.

- **Statement of Operations** – Ms. Johnna McHugh gave an overview of the equipment fund report for the total fiscal year. Mr. Scotty Parsons made the motion to approve this report. Mr. Ray Adams seconded the motion. **Motion carried.**
- **Approval of Equipment Loan Requests**. No approvals were requested.
- **Approval of Infrastructure Loan Request**. No approvals were requested.

Vacancy Petitions for Conservation District Supervisor's Appointments - Ms. Kim Richardson presented the requests.

- **Vacancy petitions.**
 1. Monroe County – Mr. Ethan Brown to serve unexpired term of Terrell McPherson (2016)
 2. Harlan County – Ms. Susan Mavinidis to serve unexpired term of Harold K. Jones (2018)
 3. Mason County – Mr. Clay Saunders to serve unexpired term of James Van Hook (2018)

Mr. Ray Adams moved to approve the three petitions. Mr. Scotty Parsons seconded the motion. **Motion carried.**

- **Incentive Per Diem**

1. **Nelson County**

- a. Kenneth Catlett – spring area meeting, 12 ten minute supervisor's training
- b. Thomas A. Hart – spring area meeting, 12 ten minute supervisor's training
- c. Ricky Humphrey – spring area meeting, 12 ten minute supervisor's training
- d. Lawrence Eastham – spring area meeting, 12 ten minute supervisor's training

2. Rowan County

- a. Sam Hughes – area 8 meeting, 8 ten minute trainings
- b. Clyde Mays Jr. - area 8 meeting, 8 ten minute trainings
- c. Dennis Perry - area 8 meeting, 8 ten minute trainings
- d. Willie Pennington - area 8 meeting, 8 ten minute trainings
- e. David Murphy - area 8 meeting, 8 ten minute trainings
- f. Gary Ferguson - area 8 meeting, 8 ten minute trainings
- g. Yvonne Thompson - area 8 meeting, 8 ten minute trainings

3. Marion County

- a. Steve Downs – 9 ten minute trainings & KACD Convention
- b. Joe Paul Mattingly - 9 ten minute trainings & KACD Convention
- c. Roger Hardin - 9 ten minute trainings & KACD Convention
- d. Donnie Veatch - 9 ten minute trainings & KACD Convention
- e. Joe Bernard Lockett - 9 ten minute trainings & KACD Convention

4. Campbell County

- a. Debbie Buckley - 10 ten minute training, supervisor training given by Linda Hunter
- b. Pete Garrett - 10 ten minute training, supervisor training given by Linda Hunter
- c. Linda Bray-Schafer - 10 ten minute training, supervisor training given by Linda Hunter
- d. Dennis Walter - 10 ten minute training, supervisor training given by Linda Hunter

5. Carroll County

- a. David Rowlett – 10 ten minute training given by Linda Hunter, attended the area 5 meeting
- b. Billie Hotfil - 10 ten minute training given by Linda Hunter, attended the area 5 meeting
- c. Jim Tuttle - 10 ten minute training given by Linda Hunter, attended the area 5 meeting
- d. Bobby Gibson - 10 ten minute training given by Linda Hunter, attended the area 5 meeting
- e. Joe Raisor -10 ten minute training given by Linda Hunter, attended the area 5 meeting

6. Webster County

- a. Larry Ranes – 10 ten minute trainings, KACD Convention, area meeting
- b. P.E. Chandler – 9 ten minute trainings, KACD Convention, area meeting
- c. Sarah Scott – 9 ten minute trainings, KACD Convention, area meeting
- d. Sharon Edwards – 8 ten minute trainings, KACD Convention, area meeting
- e. Roger Blackburn – 11 ten minute trainings, KACD Convention, area meeting
- f. Kelby Tapp – 8 ten minute trainings, KACD Convention, area meeting
- g. Jerry McGill – 6 ten minute trainings, KACD Convention, area meeting

7. Breathitt County

- a. Tony Fugate – 11 board meeting, 10 ten minute trainings, area 9 meeting
- b. Clifton Hudson – 12 board meeting, 10 ten minute trainings, area 9 meeting
- c. Paul Turner – 11 board meeting, 10 ten minute trainings, area 9 meeting
- d. James Holbrook – 11 board meeting, 10 ten minute trainings, area 9 meeting
- e. Danny Fugate - 11 board meeting, 10 ten minute trainings, area 9 meeting
- f. Kelvin Fugate – 10 board meeting, 10 ten minute trainings, area 9 meeting

8. Owen County

- a. John Hetterman – 5th area meeting, 12 ten minute supervisors training session
- b. Ken Smith – 5th area meeting, 11 ten minute training, KACD Convention
- c. Kyle Jacobs – 12 ten minute trainings, 5th area meeting
- d. Randy Bishop – 9 ten minute training, and special trainings with Linda Hunter Field Rep

- e. John Russell – 5th area meeting, 10 ten minute training
- f. Gene Ray Stewart – 10 ten minute trainings, 5th area meeting

9. McCracken County

- a. Daniel Phelps – 10 ten minute training *
- b. Wayne Elliott – 12 ten minute training, area 1 meeting
- c. JW Goodman – 10 ten minute trainings, area 1 meeting
- d. Wayne Exell – 12 ten minute trainings, area meeting, KACD area 1 meeting,
- e. Dewain Gipson – 11 ten minute trainings, area meeting,
- f. Gary McEly – 6 ten minute trainings *
- g. BA Hamilton – 6 ten minute trainings *

10. Morgan County

- a. Jerry Haney – 11 ten minute trainings, area 8 meeting
- b. Travis Stacy – 8 ten minute training, KACD Convention

11. Woodford County

- a. Harold Carmickle – area 6 meeting, 10 ten minute training, 2015 KACD Convention
- b. Peggy Seal – area 6 meeting, 10 ten minute training, 2015 KACD Convention
- c. Donald Mitchell – area 6 meeting, 10 ten minute trainings
- d. Curtis Congleton – area 6 meeting, 10 ten minute trainings
- e. Darrell Varner – area 6 meeting, 10 ten minute trainings

12. Ohio County

- a. Jason Anderson – 10 ten minute trainings, area meeting
- b. Cletus Greer – 9 ten minute trainings, area meeting
- c. Gary Igleheart – 10 ten minute training, area meeting
- d. Darren Luttrell – 10 ten minute trainings, area meeting

13. Mason County

- a. Anthony Wenz Jr.- area 5 meeting, 8 out of 10 ten minute training,
- b. Janice Barnett-Gifford-8 out of 10 ten minute training.
- c. Jane Poe-state convention, 8 out of 10 ten minute training.
- d. Eric Cooper-area 5 meeting, 8 out of 10 ten minute training,
- e. Jim Steele-8 out of 10 ten minute training.
- f. William Boulden Jr. - 8 out of 10 ten minute training.

Motion to approve supervisors who met the requirements was made by Mr. Scotty Parsons and was seconded by Mr. Billy Doolin. **Motion carried.** (Note: supervisors who did not meet the requirements are marked with an *)

Agriculture District Program - Ms. McHugh presented the report with copies distributed. Four (4) new petitions were presented to the Commission for consideration for a total of 345.97 acres.

- Boone County (Petition No. 008-11 (A2) – 35.24 acres. Motion to approve was made by Mr. Ray Adams and was seconded by Mr. Scotty Parsons. **Motion carried.**
- Campbell County (Petition No.019-01 (A1) – 200.73 acres. Motion to approve was made by Mr. Danny Shipley and was seconded by Mr. Ray Adams. **Motion carried.**
- Kenton County (Petition No. 059-08) – 110.00 acres. Motion to approve was made by Mr. Scotty Parsons and was seconded by Mr. Billy Doolin. **Motion carried.**

Division of Conservation Report – Ms. Kim Richardson discussed the corrective measures report from the recent audit of Fulton County. A request will be sent to Fulton County to attend the next Commission meeting. The Commission would like to have a

report and ask questions concerning the audit. A motion was made by Scotty Parsons and seconded by Sam Hughes to cease funding until appropriate corrective actions are made.

- Districts in Good Standing – Overview of Statutory Requirements given by Johnna McHugh
 1. District adheres to all reporting requirements including, but not limited to:
 - a. Monthly Treasurer's Reports and Employee Timesheets submitted by the 10th of the month (or within 3 days of the meeting date if after the 10th of the month) – 10 of 12 months.
 - b. State Cost Share Reports submitted by the 15th of the month on the correct form – 10 of 12 months
 - c. Annual Budget approved and submitted by April 1.
 - d. Annual Plan of Work approved and submitted by April 1.
 - e. Annual Financial Report approved and submitted by September 1.
 - f. The board has updated their Long Range Plan within the past 5 years.
 - g. District submits quarterly reports for all approved environmental grants.
 2. Sufficient bonding in place for any person (supervisor or employee) who deals with the finances of the district. Bonding must be at least the maximum amount of money the district held in ALL bank accounts (checking, savings, certificates of deposit, etc.) the previous fiscal year.
 3. The district updates their budget as needed at least quarterly, and those updates are submitted to fiscal court and the Division of Conservation.
 4. District holds at least 9 monthly board meetings per year.
 5. All checks and other financial instruments signed by Treasurer or other board member – not an office employee.
 6. All equipment loan reports and payments submitted on time. (If district has loans)
 7. District has adopted a policy and operations handbook. This handbook must include, at a minimum:
 - a. A schedule for employee evaluations that the district must follow.
 - b. Travel procedures for board members and employees.
 - c. Leave policy that includes how time is earned, taken, and/or dispersed after termination of employment.
 - d. Job descriptions for all employees.
 - e. Adoption of the Accounting and Administrative Procedures Manual.
 8. District has corrected all discrepancies from their most recent audit and has filed a Corrective Measures plan to that effect.
 9. If district is the only resident of their facility, district must have an emergency plan in place. If district shares their facility with other residents, district must be knowledgeable of emergency plan.
 10. District supervisors must visit fiscal court annually to present information about their accomplishments and requests. Proof of this visit must be attached. Examples of attachments could be minutes from a fiscal court meeting showing a district supervisor discussing the district's programs and needs, minutes from a district board meeting showing one or more members of fiscal court attending to hear about the district's programs and needs, etc.
 11. District must use Quicken, QuickBooks, or other approved accounting software for district financials.
 12. District must participate in state-wide events and/or programs, including art and writing contest, calling in to teleconferences by more than one board member, convention, area meetings, etc.

DIRECT AID FUNDING LEVELS

- 100% Commission approved funding level
 - Conservation District in GOOD STANDING – satisfactorily completing 12 of 12 Elements.
 - Eligible for bonus funding of Direct Aid request not funded by Commission

- 90% Commission approved funding level
 - Conservation Districts completing satisfactorily all Statutory Requirements Elements and 5 of the 9 remaining Policy Requirements.
 - 10% reduced funds will be used to fund bonus request from districts in GOOD STANDING.
- 75% Commission approved funding level
 - Conservation Districts NOT satisfactorily completing all Statutory Requirements Elements and at least 5 of the 9 remaining Policy Requirements.
 - 25% reduced funds will be used to fund bonus request from districts in GOOD STANDING.
- State Cost Share – Mr. Jay Nelson reported on the revamping of computer system side of the state cost share application process that is 20+ years old and trying to remove some possibilities of human error out of equation from a very overly complicated system. Overall goal is to have a user friendly system online. Ms. Kim Richardson stated that the allocation is \$5 million in State Cost Share funds for 2017-18. Signups are currently ongoing, but a cutoff date will need to be decided. October 31st was decided as the cutoff date for accepting new district signups. Motion to approve was made by Mr. Ray Adams and was seconded by Sam Hughes. **Motion carried.**

Agency Reports

- **Natural Resources Conservation Service-** Ms. Karen Woodrich spoke on the current state of retirees and the hiring of Allan Atkins. The NRCS are working on backfilling vacancies but with hiring coming out of Washington DC now it is a slower process. She reported that Craig Givens is helping Mr. Jay Nelson with state cost share. An additional \$2 million is available for EQIP, bringing the total for Kentucky up to \$16.6 million. The CSP applications have been ranked, and they're just waiting for money to be released. A client gateway has been introduced to allow producers to sign, etc. electronically.
- **Kentucky Department for Natural Resources** – Unattended.
- **Kentucky Department of Agriculture** – Unattended.
- **Agriculture Education/FFA State Advisor-** Unattended
- **Farm Service Agency** – Mr. John McCauley said that they are currently working on hiring more associates. The crop reporting deadline is set for July 15, 2016. He introduced the three FSA employees with him and explained their positions. They were Ms. Amanda Robertson (beginning farmer regional coordinator), Ms. Winnie Breeding (Public Affairs) and Jacob Bowman (conservation specialist).
- **University of Kentucky** – Unattended.
- **Division of Forestry** – Unattended
- **KACDE** – Ms. Leslie Hacker spoke about the Convention's business luncheon, Corvette tour, trying to step away from the current way of using fundraisers as a means of raising money. KACDE is now using projects such as printing soil stewardship materials and art and writing tabloids, as well as creating of master conservationist signs for former award winners, to raise money now. She announced KACDE's upcoming annual meeting in September and reminded the commission that districts can use KACDE's 501c3 status, as long as they are members of KACDE.

Next Board Meeting – 2016 Meeting Schedule:

September 19th at 300 Sower Boulevard, Frankfort
 November 21st at 300 Sower Boulevard, Frankfort

Adjournment – 3:37 p.m.

Mr. Danny Shipley made motion to adjourn. Motion seconded by Mr. Ray Adams. **Motion carried**